



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Stone Mountain Memorial Association Stone Mountain Inn and Restaurant P.O. Box 775 Stone Mountain, Ga. 30086	Application Number <b>78-161</b>	
Application Number		Date Received JUL 27 1978	Date Completed AUG 10 1978
2. Person to Contact John Cape		Working Title Bookkeeper	Telephone Number 469-3311 ext. 164
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1973      To Date		5. Records Series Title (followed by title used in office; if different) Restaurant Guest Check Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Stone Mountain Inn and Restaurant provides lodging accommodations, meals, entertainment, and various personal services to the public. Meals are served to resident guests of the Inn and the general public, singly or in groups, and also for conventions, banquets and receptions. The Restaurant also caters for private parties held in the Park, but not in the Inn itself.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: tallying the amount due (including tax) for meals ordered by guests at the Stone Mountain Inn restaurant.  Included are: "Guest Check Card" (4½" x 5½"), which lists check number, date, name of server, number of persons served, amount of meal and tax; "Guest Check Control Sheet" which lists check number and employee name; also included is "Restaurant Guest Check Audit Sheet" which lists date and number of guest checks used.  File is arranged: chronologically by date; thereunder numerically by check number.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Summarized in Inn/Restaurant Daily Financial Audit Reports
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	1	years.
b. Statute of limitation	0	years.	e. Administrative need	1	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retention will satisfy audit and administrative reference requirement.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Harry C. Brundage</i>	<i>July 24, 78</i>	<i>Trill</i>	<i>7-24-78</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>8-9-78</i>
		Secretary of State/Designee	<i>8-4-78</i>
		Attorney General/Designee	<i>8-9-78</i>